BAXTER

"A Growing Community"

CITY OF BAXTER PARKS & TRAILS COMMISSION MEETING AGENDA
January 26, 2015 4:00 pm

1. Call to Order
2. Approval of Minutes of November 24, 2014
3. Jewelwood Park Update
4. Comprehensive Plan Update
   A. Parks Plan Updates
   B. Implementation Priorization
5. Private Memorial Dedications
6. Approved Meeting Dates for 2015
7. Adjourn

PARKS & TRAILS COMMISSION MINUTES
November 24, 2014

Chair Kalkofen called the regular meeting of the Baxter Parks and Trails Commission to order at 4:00 p.m.

MEMBERS PRESENT: Chair Jim Kalkofen, Commissioner Mari Holderness, Lori Thramer, Gail Brecht and Council Liaison Jim Klein.

MEMBERS ABSENT: Ken Hasskamp

STAFF PRESENT: Community Development (CD) Director Josh Doty

OTHERS PRESENT: Steve Barrows

Approval of the Minutes

Prior to approval of the minutes Commissioner Brecht asked if there had been any conversation regarding a Joint Powers meeting. CD Director Doty stated they are waiting to approve the comprehensive plan and have the Council see what is being looked at for each park prior to holding a meeting. Commissioner Brecht stated that there is a need to know if pond hockey is going to take place, as her son is willing to coach the program. She further explained the programs that Brainerd has. CD Director Doty stated he would follow up and see if a meeting can be set up and if pond hockey was in the brochure that Community Education puts out. Council Liaison Klein stated that a date should be set up for the meeting.

Chair Kalkofen asked if there was an update on the Jewelwood Park. CD Director Doty stated that the Commission has gone as far as they can for now and now staff thinks that it needs to go to City Council and have them approve it prior to holding a second neighborhood meeting. The holdback is that the comprehensive plan needs to be approved, which currently supports Jewelwood Park as a high priority. CD Director Doty stated he is hoping the Long Range Planning Commission recommends approval of the comprehensive plan tonight after this meeting. The commission updated Chair Kalkofen on the previous meeting regarding the playground equipment. Chair Kalkofen stated that if the comprehensive plan was not approved tonight, he would like to see staff take this to the Council separately from the plan approval.

MOTION by Commissioner Thramer, seconded by Commissioner Holderness to approve the regular meeting minutes of October 27, 2014 as presented. Motion carried unanimously.

Private Memorial Dedication (Plaque's) on City Park Property

CD Director Doty stated that staff received a request to donate a bench with a plaque on the bench. He reviewed pictures and cost estimates for standard city tables and benches. CD Director Doty indicated that there are several different ways to have memorials. Staff's perspective is if the City is going to allow the memorial it should be of quality materials that will last for a long time and be as maintenance free as possible. CD Director Doty noted that the cost of a standard city bench with installation is $700.00. Chair Kalkofen asked if the parks need a bench or if their donation could go towards another item in the park. CD Director Doty stated it depends what we want to offer for options and what people are willing to spend for a dedication. He stated that the Commission should come up with a list of items that could be donated, such as trees, flowerbeds, benches or picnic tables. Commissioner Brecht agreed that there should be

standards for the dedication and the plaques should be of a specific size. Chair Kalkofen agreed that there should be specifications for the plaques. Commissioner Holderness agreed that once a person does a dedication, others might want to do the same. Council Liaison Klein stated that the Lions wanted to have a bench put it and nothing was done, therefore it went away. CD Director Doty stated that getting this process in place would allow anyone to dedicate a bench. Chair Kalkofen asked CD Director Doty to follow up on the cost of a plaque. CD Director Doty stated he would follow up on how it would be affixed to the bench, size and standard for the next meeting. Commissioner Brecht noted that it would be nice to put the benches along the trails too, such as the ones around Perch Lake.

Comprehensive Plan Update

CD Director Doty noted that the packet includes letters that were submitted regarding the parks portion of the comprehensive plan update. CD Director Doty reviewed each letter with the Commission.

Brainerd Homes Letter-Rock Yliniemi owns land next to the boat landing on White Sand Lake, this area was identified as a potential park. He is requesting this land be removed from the park plan. CD Director Doty stated that this property did recently sell and a single family home is being proposed for one of the lots. The Commission agreed that if the land has sold, it should be removed from the plan.

MOTION by Commission Brecht, seconded by Commissioner Holderness to remove the land on Memorywood Drive next to the boat launch as a potential park. Motion carried unanimously.

Quincer Letter-CD Director Doty stated that the letter requested a definition of intent for the different city parks. CD Director Doty stated that there is definition of each park and wanted to know if the Commission was OK with the current definitions. Council Liaison Klein stated that this person had some concerns about Riverview Park being developed. Commissioner Holderness stated it's hard to have a "definition of intent" when it is always changing and growing with the population. CD Director Doty stated there was a lot of discussion about Riverview Park prior to its development. Chair Kalkofen agreed with Commissioner Holderness. Commissioner Brecht agreed that when the City acquires property for a park, it does have a procedure to follow.

Kirchner & Fundingsland Letter-CD Director Doty stated that this letter is asking for additional biking pathways throughout the City. He stated that the comprehensive plan does include bike and pedestrian plans.

Doucette Letter-CD Director Doty indicated that this letter is requesting a dog park. Council Liaison Klein stated that John Sullivan had requested a dog park in the area near Highway 371. Commissioner Holderness stated that it is something that should be looked at in the future. She added that the parks accommodate walkers, kids, sports and the parks should accommodate persons with dogs. There are several apartments in town and those folks need a place to exercise their dogs. The Commission discussed the City owned property near Rush Lake across from Southdale as a potential area. There is a wooded area to buffer the residents and a parking area across from the area. Commissioner Brecht stated that the Commission should contact a person that has built a dog park and the parameters of having a dog park. Commissioner Holderness asked if staff should contact the writer and let them know that the Commission is considering a dog park. Commissioner Brecht asked if that property is City land or park land. CD Director

Doty indicated that it is City land and the City could sell it to a person that would like to place a home on it. The Commission also discussed the former leaf disposal site next to the maintenance facility as a location. The Commission agreed to continue to think about it but not act on it at this time.

Lord of Life Letter-CD Director Doty indicated that this letter is in regards to the land they own down by the Mississippi Overlook Park and the possible development of their property. He stated that the church's intent is to sell the property for development. He stated that development of this property could make access easier to Mississippi Overlook Park. Council Liaison Klein asked what the zoning is currently on that property, CD Director Doty indicated low density residential.

Heittola Letter & Articles-CD Director Doty noted that at the last Long Range Planning Commission meeting that several motorized trail supporters were present to advocate for motorized trails to be part of the comprehensive plan. There was discussion of the Veterans trail and the power line as an option for motorized trail. In the current plan there is a goal of developing the power line as a bike and pedestrian trail, which does not this as a motorized trail. Council Liaison Klein asked Commissioner Brecht what the County thinks of motorized trails, as she sits on the board. She stated that it is a tough issue and that there are strong feelings towards and against the trails. CD Director Doty indicated that it is in the draft plan that we would work toward finding motorized trail locations in the city and therefore, does not see a need to change the current draft plan. Chair Kalkofen stated that it is not just ATV trails but those for snowmobiles as well. Council Liaison Klein asked if it is a motorized trail or just ATV trail. CD Director Doty stated that a motorized trail would typically be allow both snowmobiles in the winter and ATV's in the summer but it is based on what gets decided. The Commission discussed the current regulations and which roads the motorized vehicles can use to gain access to an authorized use area.

Next Meeting

CD Director Doty asked the Commission if they wanted to hold the December meeting being it is close to the holidays. Commissioner Thramer indicated that she will not be available for the December meeting. The Commission is going to tentatively going to hold the meeting unless there is nothing to discuss.

The next meeting is scheduled for December 22, 2014 at 4:00 p.m.

Other Business

Chair Kalkofen introduced Steve Barrows, new Council member, to the Commission.

Council Liaison Klein stated that it was a joy serving with this Commission for the past 8 years. Council Liaison Klein indicated that he will not likely be attending the December meeting.

Adjournment

MOTION by Commissioner Holderness, seconded by Commissioner Thramer to adjourn the meeting at 5:18p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Chair Jim Kalkofen

Shanna Newman CD Clerk

City of Baxter
Comprehensive Plan Update
Chapter 4 – Parks, Trails and Open Space

Introduction

The City of Baxter has acknowledged the importance of providing park, trail, and open space opportunities that enhance the quality of life for its residents and visitors. Parks and ~~Recreation~~ Trails are essential in promoting community wellness, connecting the individual to ecological value and stewardship, promoting cultural understanding, and fostering economic viability. The City has reflected these principles through the goals listed below to continue the successes of park development and offer a framework for future growth and renovation.

Parks give communities an essential identity and appeal. Well-maintained, accessible parks and recreation facilities are key elements of strong, safe, family-friendly communities. The park system provides places for learning, fun, and relaxation no matter what the age or ability.

Parks play a key role in preserving water and air quality, providing visual relief, and protecting wildlife. People learn about ecological processes and interrelationships firsthand in parks and open space. Parks and trails offer an attractive quality for new residents, visitors, and prospective developers. Community gatherings and youth events are held in the park system that brings people together to create a sense of belonging. Civic identity and pride result from a well-maintained, diverse park, trail, and open space system. Open space preservation also promotes communities to grow in a sustainable manner that limits unplanned and incompatible land use growth.

The following goals and policies related to parks, trails and open space are from the full set of Goals that are included in the appendix to this Plan.

Goal: Continue to provide for the park, recreation, trail and open space needs of the Baxter community.

Key planning theme: Parks, trails and open space, maintaining infrastructure

Rationale: Areas for active and passive recreation and open space enjoyment are essential to maintaining the character of Baxter and to quality of life. Given Baxter's location in the Heart of the Lakes region, the City of Baxter places a strong emphasis on providing a quality parks, trails and open space system for residents and visitors to the community.

1. Update the existing Baxter Park and Recreation Plan to meet current and future park, trail, and open space needs:
   a. Define current and future needs for passive and active parks, trails and open spaces to provide a full range of recreational opportunities
   b. Determine current and future community and event facility space needs (including potential shared facilities with the school district)
   c. Determine the need for additional or improved maintenance facilities
   d. Determine adequate fees are acquired to meet park and trail development needs.
   e. Work with neighboring cities, townships, counties, DNR, State of Minnesota, Federal, military and other relevant agencies to develop a coordinated and connected local and regional park/trail system.

2. Acquire sufficient park and open space to meet current and future needs.
   a. Define acquisition search areas based on a prioritized master plan.
   b. Pursue public and private funding opportunities for land acquisition for preserving open space within the city.
   c. Maintain current parks, beaches, trails and recreational areas to highest standards for Baxter residents and visitors to enjoy.

3. Update the existing trail plans to connect parks, community facilities, shopping, school and regional trail systems.
   a. Identify gaps in existing trail system within existing parks and open spaces as well as missing connections between destinations and commercial areas to create full loop trails benefiting all neighborhoods in Baxter.
   b. Create designated on-road cycling lanes with signage, striping on major roadways.
   c. Require sidewalks and/or trails in new development and redevelopment projects where feasible.
   d. Create opportunities for safe designated snowmobile trails with access to the Paul Bunyan Trail.
   e. Design and identify a funding mechanism for construction of a bike and pedestrian bridge over or under Highway 371 that provides connection to the Paul Bunyan Trail.

Park Planning

Baxter benefits from having a variety of parks within its boundaries ranging from neighborhood parks such as Loren Thompson and Southdale Parks to community parks such as Whipple Beach and Oscar Kristofferson Parks. Other recreation, park and natural areas within the city limits and nearby include the Northland Arboretum and the numerous lakes and biking and walking trails that provide important passive and active recreation to residents. Baxter's park system includes nine parks with the amenities summarized in the table below.

Park Name	Park Classification	Basketball Court	Ball Fields	Batting Cages	Canoe Access	Drinking Fountain	Fishing Pier	Hockey Rink	Kitchen Facilities	Benches	Playground	Parking	Public Beach	Soccer Fields	Tennis Courts	Trails	Restrooms (incl. portable)	Volleyball Court	Warming house	Pavilion	Boat Landing
Berrywood Park	Neighborhood	■	■			■				■	■	■			■	■	■			■	
Loren Thompson Park	Neighborhood	■	■			■		■	■	■	■	■			■	■	■		■	■	
Mississippi Overlook Park	Passive-open space				■					■						■	■				
Oscar Kristofferson Park	Community Park	■	■	■		■		■	■	■	■	■			■	■	■	■	■	■	
Riverview Park	Passive-open space				■					■						■	■				
Southdale Park	Neighborhood					■				■	■	■		■		■	■				
Whipple Beach Recr. Area	Community Park				■	■	■		■	■	■	■	■			■	■			■	■
Winkler Park Land	Neighborhood																				
Jewelwood	Neighborhood (Planned)																				

Park Classifications

Baxter's parks can be classified according to their use and function. This section defines those classifications and typical standards for parks and trails. These can be used as the city explores upgrades to existing parks or development of new parks. Standards are designed to assure that residents have convenient access to parks and that the community has a range of active and passive recreation to meet current and future needs.

Active - Community Parks: These parks provide for more community-scale recreational activities with a wider variety of facilities such as tennis courts, ball fields, swimming, and ice skating rinks.

Active - Neighborhood Parks: These parks provide residents with places for active recreation close to home and designed to provide day to day recreation facilities for residents within 1/2 to 3/4 mile or a 10- to 15-minute walk from home. Neighborhood parks usually range in size from 7-10 acres and may include playgrounds, picnic areas, basketball court, trails and connection to the trail system. Other playfields may be provided.

Active – Trails: Baxter has an existing infrastructure of trails and bike lanes throughout the city. Most are located in roadway right-of-ways and parallel to the local street. Active trails are paved surfaced trails used for biking, rollerblading, strollers, jogging, and walking.

Passive - Open Space: Open Space areas have been designated throughout the City in order to preserve significant natural features such as wetlands, wildlife habitat, and wooded areas. This land use is not utilized for recreational purposes but provides aesthetic beauty and protects important natural systems that benefit the City in numerous ways.

Passive – Trails: Nature preserves and wooded areas have passive trails that are less invasive on the surrounding environment. These soft surface trails utilize natural materials such as wood chips or mulch that typically need to be maintained each year. These trails include:

- ~~Fitquest trail~~ Cragun's Nature Learning Trail (Fitquest)
- ~~Riverview Park trail~~ All paved
- Mississippi River Overlook Park trail

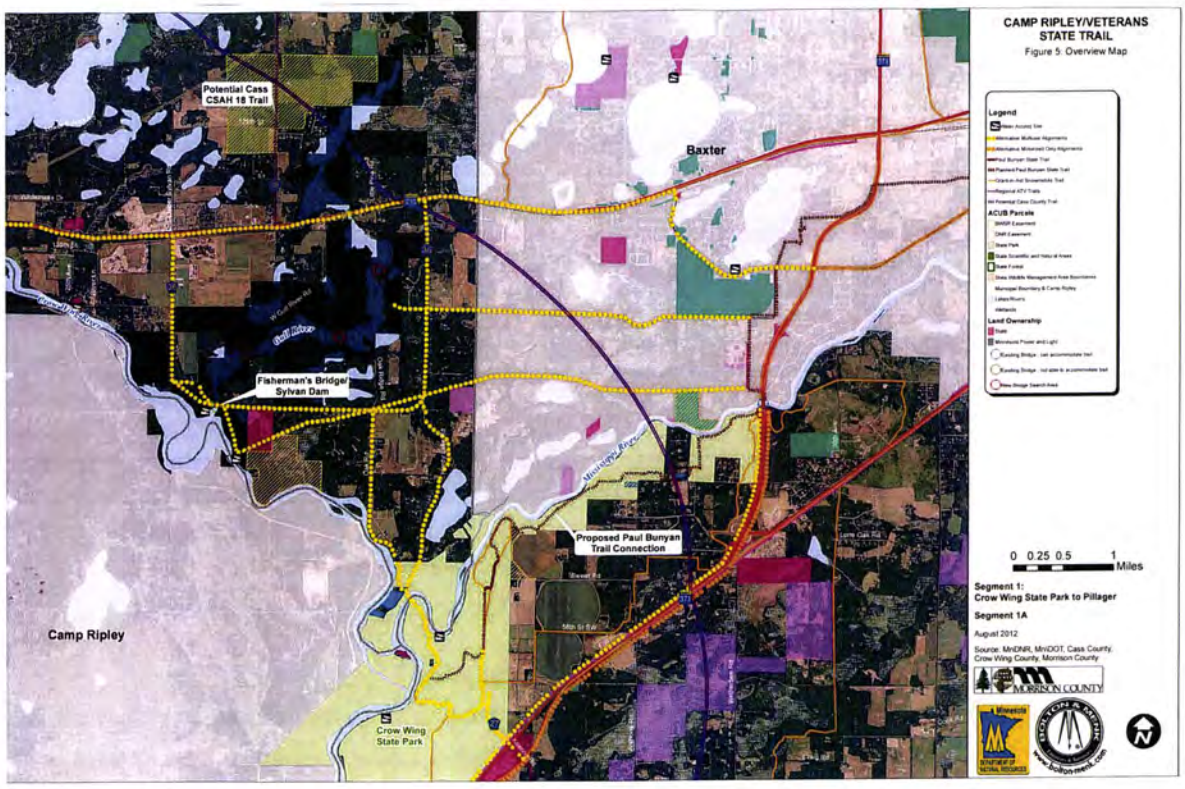
State and National Connections

Baxter is a link in a state and national system of trails – the Mississippi River Trail, the Paul Bunyan State Trail, the authorized Camp Ripley/Veterans State Trail, and the planned extension of the Cuyuna Lakes Trail.

The Mississippi River Trail (MRT – see map to the left), courses the Mississippi River, from its headwaters in Itasca, Minnesota to the Gulf of Mexico, offering approximately 3,000 miles of on-road bikeways and pedestrian and bicycle pathways for the recreational enjoyment, health, conservation and tourism development of river communities, river states, and the nation.

The Minnesota portion of the MRT winds roughly 620 miles from Itasca State Park to the Iowa border. Located largely on the shoulders of paved roads and on low-traffic roads, the route also includes relatively long segments of scenic state and regional trails. In the Baxter area this segment of MRT is called Crossings, extending from Little Falls to Grand Rapids.

The Camp Ripley/Veterans State Trail is a newly authorized trail. The trail would link the Soo Line Trail south of Little Falls to Crow Wing State Park and to the Paul Bunyan State Trail in Baxter. There are also possible east/west trail connections that could be constructed through Baxter.



Future Parks

on page 9

A map of future park needs is found on the attached map. The map illustrates areas that are served within a half-mile radius of existing parks. The City may use this to identify areas where additional park facilities could be provided. As evident from the map, the majority of developed areas of Baxter are served by parks using this half-mile radius except for undeveloped areas of southwest Baxter.

In addition, maps for several city parks are attached after the Implementation section with generalized plans for their expansion or improvement. These are:

- Riverview Park
- Oscar Kristofferson Park
- Southdale Park & Soccer Complex
- Loren Thompson Park
- Berrywood Park
- Whipple Beach Recreational Area

Park Funding

The City requires land dedication or cash in lieu of land at the time land is platted in the amount of 10 % (gross) for residential and 5% for commercial/industrial or PUD. Cash is determined by an annual fee schedule. The City will decide whether to accept land or cash, and whether the land is acceptable for its needs. The cash dedication is meant to provide funds for further development and improvement of the park system. Other funding or partnership options exist to help meet local park, trail and recreation needs including the following:

- Public and private partnerships such as sharing the development of facilities with churches and schools
- Sales or property tax for specific facilities
- State or Federal grants
- Association/ park user fees

Trail Planning

Communities across the country have worked hard to improve their quality of life through developing trail systems – connecting individual trail segments to form larger recreation and transportation networks. Creating more trail connections among existing trails multiplies their effect and usage. Trails provide opportunities for people of all ages to walk to local destinations, bike to work, exercise, meet neighbors, observe local wildlife, and experience the outdoors with their families in an efficient and safe manner.

A newer trend in trail planning has emerged that engages transportation engineers, water resource specialists, ecologists, planners, and open space advocates. Today,

trails have become part of greenway corridors that provide wildlife habitat and movement corridors, open space vistas, water treatment benefits, opportunities to interpret local history and culture, among other benefits.

In future planning, advocating for off- road and on-road trail systems or pedestrian paths that are parallel to the street will enhance the community.

In both regional and local surveys, when given a choice, the majority of people would choose to walk or hike through a natural setting rather than along a busy roadway. Again, focusing on developing trails in these types of settings rather than along a busy roadway should be a high priority for the City of Baxter.

Baxter can begin to promote a systems approach to trail development utilizing parks and open space whenever possible instead of on-road connections. The City can also be strategic in planning connections that link to other communities and destinations such as schools, parks, natural areas, and retail. As redevelopment occurs throughout the City, Baxter can use trails and greenways to impact this development and continue making off-road scenic trail connections.

The Parks & Trails map on page 9 shows existing and proposed trails. The proposed trail segments were mapped based on input from the community and Parks and Trails Commission. This map includes future segments and defines the type of trail necessary for each segment. The map also illustrates bike corridors which are on-road, signed corridors aimed at providing bicycle commuting routes along major roads reaching all destinations in Baxter.

The Paul Bunyan Trail is an extensive trail originating in Baxter that stretches to north of Bemidji. This trail is located on the abandoned Burlington Northern Railroad right-of-way. This regional trail is a big asset to Baxter and serves as a great local as well as tourist attraction.

A southern leg of the Paul Bunyan Trail was constructed in 2014 from Crow Wing State Park connecting to the south side of Baxter at the Highway 371 Mississippi River bridge.

A goal of the City of Baxter is to improve the location of the Paul Bunyan Trail in the southern part of Baxter from Highway 210 south to the Highway 371 bridge.

Implementation

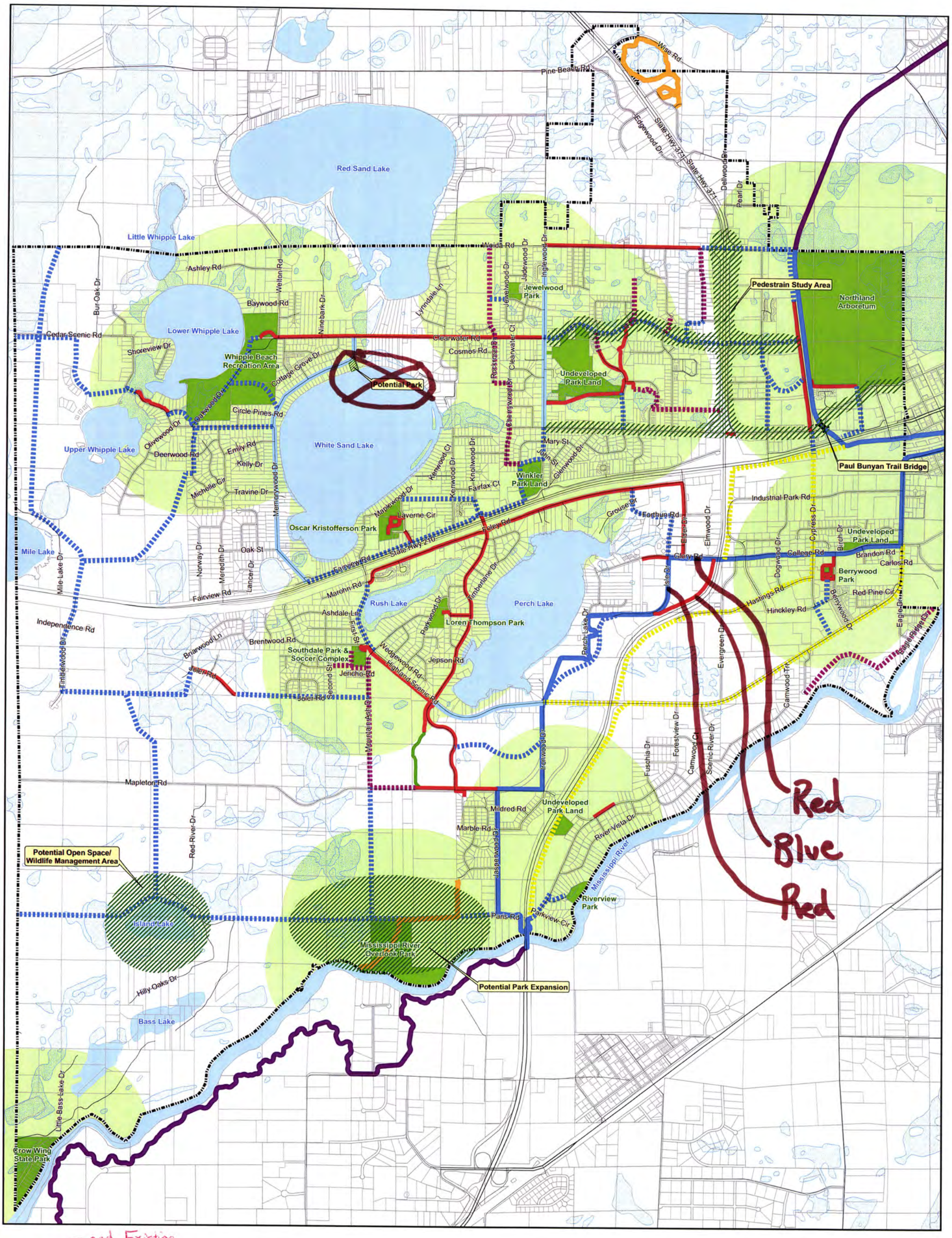
DESCRIPTION	TIMING:	Short	Mid	Long	Ongoing
New Parks/Park Expansions					
1. New Parks/ Expansions	New parks/expansions shall be planned through annual Capital Improvements Program (CIP)				
2. Jewelwood	Develop small park with benches & playground. Keep mostly natural & save trees. Remove minimal trees. On street parking. Future phase may include trails, restroom and an off street parking area.				
3. Mississippi Overlook Park Expansion	Create parking, improve access and signage.				
	Construct trail connection to Foresview Middle School and park trails and Park Ski Trails				
	Expand to preserve additional river frontage				
Existing Park Improvements					
1. Maintain Existing Parks	Maintain the quality of existing parks through annual Capital Improvements Program (CIP)				
2. Oscar Kristofferson:	Trails				
	Parking lots				
	Basketball courts - Construct new courts				
	Volleyball courts - Upgrade courts to regulations				
	Horseshoes - Construct new pits				
	Field Number 4 (Requires relocation of Warming House, Recreation Rink and Hockey Rink)				
	Develop Relocation Plan for Warming House, Recreation Rink and Hockey Rink				
	Concession Stand/Press Box - Construct new building				
	Tennis Courts - Reconstruction				
	Score Boards with Wireless Remotes - One score board for each baseball field				
	Remove Concession/~~Press Box~~ Building (located northeast of tennis courts)				
	Practice Field - Construct New Dugouts				
	Evaluate Park Accessibility - Study to determine what improvements are needed				
	Park Accessibility - Complete Accessibility Improvements				
	Develop Joint Powers Agreement Between Baxter and School District				
	Evaluate Pavilions - Determine if structures should be repaired or replaced				

current

old/existing

DESCRIPTION	TIMING:	Short	Mid	Long	Ongoing
Existing Park Improvements					
3. Loren Thompson	Ice skating trail				
	Evaluate Pavilion - Determine if structure should be repaired or replaced				
	Evaluate Park and Kitchen Accessibility - Study to determine what improvements are needed				
	Park and Kitchen Accessibility - Complete Accessibility Improvements				
	Trail - Construct trail connection from the park west entrance to the south side of the courts				
4. Whipple Beach:	ADA observation area				
	Accessible playground				
	Zero entry ADA water access				
	Trail - Construct trail connection from pavilion to the playground				
	Trail - Construct perimeter trail around the park				
	Parking Lot Expansion				
	Upgrade Parking Lot Lights to LED				
	Reevaluate disc golf plans				
6. Riverview	Build out ~~2014~~ 2015				
7. Southdale	Currently built out				
	Evaluate Park Accessibility - Study to determine what improvements are needed				
8. Berrywood	Land Acquisition for Pavilion/Park Buffer				
	Evaluate Park Accessibility - Study to determine what improvements are needed				

DESCRIPTION	TIMING:	Short	Mid	Long	Ongoing
Trails 1. Maintain Existing Trails	Maintain the quality of existing trails through annual Capital Improvements Program (CIP)				
2. Pedestrian Studies					
A. Highway 371 Trail Crossing	Complete a feasibility study to determine the location, type of crossing and cost.				
	Develop a Highway 371 trail crossing.				
	Construct east/west trail connections out from the 371 crossing location				
B. Edgewood Drive	Excelsior Rd. to Woida Rd. - Prepare a feasibility study for a sidewalk corridor considering Commercial/ Residential (backage trail) connectivity & trail system connectivity.				
C. Dellwood Drive	Universal Rd. to Woida Rd. - Prepare a feasibility study for a sidewalk corridor. Study should consider Commercial/Residential (backage trail) connectivity and trail system connectivity.				
D. Excelsior Road	Inglewood Dr. to Cypress Dr. - Prepare a feasibility study for a sidewalk/trail corridor considering connection of ped ramps at the Excelsior Rd/ Paul Bunyan Trail Bridge.				
E. Clearwater Road	Inglewood Dr. to Cypress Dr. - Prepare a feasibility study for a sidewalk/trail corridor. If Clearwater is the optimal 371 Trail Crossing, then the study should consider a complete street design for this segment of Clearwater Rd				
3. Paul Bunyan Trail Re-route	Study land south of 210 to determine the optimal safety re-route for the Paul Bunyan Trail.				
	Relocate trail route south of Highway 210				
4. Snowmobile/ATV	Develop safe trail routes in connection with other agencies and clubs				
5. Golf Course Trails	Golf Course Dr. and through Golf Course Property at approximately Design Rd.				
6. Fairview Trail	Inglewood Dr. to Memorywood Dr.				
7. Safe Trail Crossing	Excelsior Rd. & Conservation Dr.				
8. Oakwood	Whipple Beach to Cedar Scenic Rd.				
9. Cedar Scenic	Oakwood Drive to Memorywood Drive				
10. County Land Trails (Whipple Area)	Oakwood Dr. to Memorywood Dr. through Crow Wing County forest property				
	Oakwood Dr. through Crow Wing County forest to Brownsville Circle to Cedar Scenic Rd.				
11. Jewelwood	Jewelwood Park to Clearwater Rd. and Woida Rd.				
12. Forestview/MOP Park	Mountain Ash Dr. & Mapleton Rd. & from corner of Mountain Ash/Mapleton to MOP Park				



Future Parks and Trails System

and Existing

City of Baxter Comprehensive Plan

- Paul Bunyan State Trail – Baxter Segment
- Paul Bunyan State Trail ~~Crow Wing County Segment~~
- Paul Bunyan State Trail Safety Re-Route Options
- Bike/Pedestrian Trail
- Wood Chip Trail
- Paved Raodway Shoulder
- Private Trail — Roadway
- Future Bike/Pedestrian Trail
- Future Trail - Easement
- Snowmobile Trail
- Snowmobile Trail on Water Body
- MunicipalBoundary
- Parks
- Half-Mile Park Service Areas

N W E S

0 0.5 1 Miles

August 11, 2014

Stantec

V:\1938\active\193802416\GIS\Projects\Future trails.mxd

Parks and Trails Commission Memorandum

To: Parks and Trails Commission

From: Josh Doty, Community Development Director

Date: January 23, 2015 for the January 26, 2015 Parks and Trails Commission Meeting

Subject: Implementation Prioritization (Agenda Item 4B)

If the Commission will recall, the Parks and Trails chapter of the draft Comprehensive Plan has an Implementation plan with four categories: "Short", "Mid", "Long" and "Ongoing" timeframes for parks and trails improvement projects. At your meeting on Monday, January 26, 2015, staff would like the commission to rank projects within each category/column. In other words, within the short term projects lists, what is the Commissions priority order.

To maintain flexibility in the Comprehensive Plan, staff does not recommend that we formally list the priority rankings in the plan. However, ranking these projects as part of the record in the minutes for your meeting will help the City Council further understand which projects the Commission would recommend over others. The Parks and Trails Chapter of the draft Comprehensive Plan Update with the Implementation plan is included in your packet.

The purpose of this memo is to explain what staff's goal is regarding this item so that if you have time before the meeting, you can start thinking about how you might want to rank projects.

Memorial Donations Research

City	Yes	No	Specific	Non-Specific	Notes
Austin		X		X	Council approval for all donations
Bemidji	X		X		Benches, Trees, Pinic tables, evergreens & monetary
Brainerd		X		X	Benches and Trees, however no specific types noted
Duluth	X		X		Also has a separate Memorial area for children
Ely		X		X	No written policy--City Clerk determines type & location
Faribault		X		X	No written policy--typically funds go towards benches
Grand Marais	X		X		Benches only
St. Cloud	X		X		Benches only-several styles available
Two Harbors		X		X	Current moritorium on benches
Owatonna	X		X		Benches only
Rpark Rapids	X		X		Just adopted a policy in 2013
Roseau	X		X		Brick Campaign for 1 park currently
Baxter***			X		Cemetery Only

Amenity Donation Program

The Amenity Donation Program was established to give citizens the opportunity to assist the Department of Parks and Recreation in maintaining, replacing or adding to park amenities through donations. In return, citizens have the opportunity to recognize someone or thing through installation of a plaque. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established an introductory letter and the following guidelines. Some of the standard items are benches, picnic tables, and trees. However, the Department of Parks and Recreation would be interested in working with you on any types of amenities that exist in the system.

APPLICATION - AMENITY DONATION PROGRAM (Fill in and print)

- Scope
- Memorials
- Park Naming Opportunities
- Memorial Tree Donations
- Park and Other Amenity Donations
- Tree, Bench and Other Park Amenity Donation Process
- Memorial Donation Fee Schedule

Scope

The Bemidji Parks and Recreation Department amenity donation guidelines allow for several types of donations. We encourage citizens to contact the department to discuss ideas for locations. However, final memorial locations will be dependent on the needs of the department and planning processes already underway.

Return to Top

Memorials

Memorials will be accepted in the following categories:

Memorial Tree Donations

Living memorial donations will be accepted in the form of tree plantings in city parks.

Bench and Other Park Amenity Donations

Bench donations will be considered within the Department park system.

General Memorial Donations

Donations for general park and recreation purposes, project development and programs are accepted and encouraged.

Statues, Fountains, Plazas, Gardens, etc.

Donations of statues, fountains, plazas, gardens, etc. may be accepted under specific circumstances. Bemidji Parks and Recreation Department will determine placement of all such memorials.

Return to Top

Park Naming Opportunities

Naming of a park as a memorial may be submitted to the Director of Parks and Recreation Department (Please refer to the Parks and Recreation Department Facilities Naming Policy).

Amenity donation opportunities are outlined in detail below.

Return to Top

Memorial Tree Donations

The Parks and Recreation Department will accept trees donated by the public for gifts and memorials to be planted in appropriate locations in the parks for a fee. The following guidelines will apply:

- Tree species must be approved by Parks and Recreation Department in advance.
- Tree caliper must be at least 2" for deciduous trees.
- Tree height must be at least 5' for evergreens.
  - Plaques will be included as part of the memorial tree donation program with design placement and language to be approved in advance by Parks and Recreation Department. The memorial plaque will be provided and paid for by the donor.
  - In instances where trees do not survive, tree replacements will be provided if park Department staff planted the tree. Replacement trees may or may not be of the same variety as that of the original donation.
  - The Bemidji Parks and Recreation Department will consider special park location requests with the final location to be determined by the Department.
  - Requests may be made at any time of the year and will be considered for the following spring or fall planting.
  - Ashes of deceased loved ones may be planted with the tree at the time of planting.

Tree Planting Process:

Trees can be purchased from a local tree nursery or business as long as they meet size qualifications and quality as determined by Bemidji Parks and Recreation Department. Donors must pay the business for the cost of the tree and delivery cost to the Public Works Facility. A planting and maintenance fee of $75 will be charged by Bemidji Parks and Recreation Department.

Tree Replacement/Future Plantings Program:

If a donor wishes to remember a loved one by replacing a tree or shrub that did not survive in the park system or by assisting the Department with future plantings at locations determined by the park Department, they are encouraged to make a donation to the tree replacement/future plantings program through the Bemidji Parks and Recreation Department. These donations will be used, on an as needed basis, to replace and plant trees enhancing the beauty of our park system and our city. A minimum donation amount of $125 will be accepted for this purpose.

Return to Top

Park and Other Amenity Donations

The program of donating benches and other park amenities, such as picnic tables, give citizens the opportunity to assist the Parks and Recreation Department in maintaining, replacing or adding to park amenitiesn as well as the opportunity to recognize someone or thing through installation/renovation of a park amenity and placement of a recognition plaque in a park.

The following guidelines will apply:

- Although suggestions will be considered for a particular location, placement of park amenities in the park system must meet the plan and requirements of the particular park and the Department. Final decisions as to location will be determined by the Bemidji Parks and Recreation Department.
- BemidjiParksand Recreation staff will identify existing benches and other site furniture which would be desirable to replace with a memorial bench or other amenity.

Donors will be encouraged to provide replacement amenities at these locations.

- Gift contributions for benches and other amenities will be of the amount listed in the Parks and Recreation fee schedule which is available by contacting the Parks Department. The memorial fee will include the bench, picnic table or other amenity, installation, a ten year maintenance plan and administrative costs of the program.
- Park amenities will be accepted on the basis that they will be maintained for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated pending redevelopment of the park site.
- Small plaques may be included on the bench with design, placement and language to be approved by the park Department.
- All park amenities will be constructed of materials selected by the Bemidji Parks and Recreation Department to meet the design and maintenance considerations of the department.

Return to Top

Tree, Bench and Other Park Amenity Donation Process

Donation Process

Please submit an application to Bemidji Parks and Recreation Department outlining your donating request including ideas as to location. We encourage donors to consider placement of park amenities where an existing bench/amenity is scheduled to be replaced. Staff will respond to your application with information as to available donation opportunities in your desired location or alternate locations.

For all memorial donations, staff will inform the donor of the scheduled planting or installation time and location in order to offer an opportunity for the donor to be present during the planting or installation. Families and friends are welcome to hold a dedication ceremony for the person being memorialized. Ashes of deceased loved ones may be planted with the tree at the time of planting.

We will consider the request in conjunction with park construction and renovation plans. If the donation request falls within a current park site concept plan process, approval of the Parks and

Trails Commissioner may be necessary. Due to the timing of park planning processes and our annual review of park amenity requests, the total process for installation may take six months or more.

Donations to Amenity Donation Program will be recognized with a letter of appreciation from the Parks and Recreation Board of Park Commissioners.

General Donations

General donations gifted to the Bemidji Parks and Recreation Department will be acknowledged by a letter from the Director. Funds generated by these donations will be used to best meet current needs of the department as determined by the Director.

From time to time, the department may be accepting donations for a specific project to benefit the Department. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

Memorial Statues, Fountains, Plazas, Gardens etc.

Memorial Donations which are large in scale are generally not encouraged. To the extent that projects of this nature are consistent with park planning processes, they may be considered on a case-by-case basis. Donors may contact the department to discuss their idea.

Park Naming

Opportunities exist for naming of park sites within the park system. Naming of a park as a memorial may be submitted to the Director of Bemidji Parks & Recreation Department

Return to Top

Memorial Donation Fee Schedule

The following is the fee schedule for memorial donations to the Bemidji Parks and Recreation Department. Specific information as to memorial donation opportunities can be found in the Memorial Donation Policy.

Memorial Tree Donations

Tree purchased from a local nursery or business	cost charged by business for purchase and delivery to Park Operations department
Administrative fee (covers planting and maintenance)	$75
Tree Replacement/Future Plantings Fund	$250 minimum donation

Memorial Bench Donations

Bench cost (varies based on site needs and business chosen for purchase)	$500-1000

Please contact the Bemidji Parks and Recreation Department for other donation considerations.

Return to Top

AMENITY DONATION PROGRAM APPLICATION

Thank you for your interest in our program. The Amenity Donation Program was established to give citizens the opportunity to assist the Department of Parks and Recreation in maintaining, replacing or adding to park amenities through donations. In return, the citizens have the opportunity to recognize someone or thing through installation/renovation of a park amenity and placement of a recognition plaque in a park.

The Division's goal is to replace/repair amenities where the greatest need is. Recognition plaques may be placed in your requested location; however, the donation may be used for another site. The Division of Parks and Recreation's priority is to renovate existing amenities. New amenity locations will be considered on a case-by-case basis. The Division retains the right to make all final decisions on location and renovation of existing amenities.

I am interested in donating to the Amenity Donation Program. I have enclosed 1/2 of the total cost with this application (check made payable to the City of Bemidji). I understand that I will be billed for the balance after the amenity has been renovated or installed. I also understand that I am responsible for providing the plaque and forwarding it to the Park and Recreation Department. It must be received prior to installation of the amenity.

Name _____

Address _____ **City** _____ **State** ___ **Zip Code** _____

Daytime Telephone No._____ **Fax No.** _____

Email Address _____

Donation in memory/ honor of _____

Location requested _____

My choice of an amenity is:

_____ Bench - ____ Picnic Table -

_____ Deciduous Tree (2" diameter) _____Evergreen

Other _____

This application is being submitted with the understanding and acceptance of the following conditions:

- Amenity type must match park decor as determined by the City of Bemidji
- Recognition plaque remains in place as long as it exists in good condition, as determined by the City of Bemidji.
- Participants are responsible for any repairs or replacement of the plaque.
- The Department will repair and maintain the amenity for the term of the recognition plaque. (Trees have a three (3) year guarantee period and will be replaced only once.)
- The City retains the right to relocate or remove amenity and/or plaque. The City is not responsible for the condition or continuing existence of the plaque.

_____ _____

Signature Date

Please return completed application to Parks and Recreation Department, Public Works Facility, 1351 5th Street NW, Bemidji, MN 56601

FOR OFFICE USE ONLY

*Staff assigned:*_____ *Date of On-Site Meeting:*_____

*Date application/first payment received:*_____ *Check No.*_____ *Amount:*_____

*Date final payment received:*_____ *Check No.*_____ *Amount:* _____

*Date Installed:*_____

City of Brainerd www.ci.brainerd.mn.us

Search Our Site

What's New

City Calendar

City Newsletter (pdf)
2014 Construction
Bus Service

City Council

Contact City Council

City Offices

Administration
(218) 828-2307

Building
(218) 828-2309

Engineering
(218) 828-2309

Fire
(218) 828-2312

Parks & Rec
(218) 828-2320

Planning
(218) 828-2309

Police
(218) 829-2805

Public Utilities (BPU)
(218) 829-8726

Transit
(218) 825-7433

Directions:
City Hall, Police, Fire, Parks

Parks and Recreation | City Parks | Memorial Trees and Benches

A memorial tree or bench is a meaningful, lasting way to remember or honor a loved one, commemorate a special event or make a donation to beautify our city parks.

Memorial trees can be planted in any of the city parks, with custom engraved granite plaques available at Gregory Park. Department staff can recommend types of trees to purchase and schedule the planting of your tree.

Memorial benches are custom engraved and department staff will install your bench.

Memorial Tree-Bench Form

Memorial Tree Plaque - $25
Memorial Bench - approximately $700

Please contact department staff at 218-828-2320 for more information.

Memorial Bench

Memorial Tree Dedication

© Copyright 2010 City of Brainerd

email Webmaster Privacy Statement

Public Administration Department
Parks and Recreation

City Hall – Ground Floor • 411 West First Street • Duluth, Minnesota • 55802

An Equal Opportunity Employer

April 1, 2014

Dear Community Member:

As of April 1, 2014, the City of Duluth is no longer able to accommodate new memorial requests for benches, picnic tables, trees and bricks.

Duluth Parks and Recreation has reached this decision due to the high administrative costs and increased maintenance needs associated with running an equitable and efficient memorial program.

Community members wishing to commemorate a loved one or special occasion are encouraged to make a donation to the Parks Gift Fund. Donations can be designated. All memorial gifts will be recognized with a certificate.

Duluth Parks and Recreation may identify future projects and/or locations suitable for memorial benches, picnic tables, trees and bricks. In such an event, a public announcement will be made through our communications office and application materials will be made available through the City of Duluth website.

Available Memorial Opportunities:

Angel of Hope Memorial Bricks at Leif Erickson Park (Cost: $75)
Inscribed bricks, available to those who have lost a child at any age

If you have any questions or concerns, please contact Cheryl Skafte at 218-730-4334 or cskafte@duluthmn.gov.

Sincerely,

Kathleen Bergen

Kathleen Bergen
Parks and Recreation, Division Manager

Harbor Park Donation Program:

Thank-you for considering a gift to the City of Grand Marais' Harbor Park.

Two different styles of benches with personalized plaques are available:

1. A stand-alone, teak bench with 1 ¾" X 10" stainless steel plaque - $5000
2. A concrete wall bench with 5" X 8" plaque - $750

Suggested guidelines for spacing and character content of each plaque:

- The teak bench plaque is best with 2 lines, max. 30 characters per line.
- The concrete wall plaque is best with 4 lines, max. 15 characters per line.
- Text only, images cannot be engraved.

You may determine the placement of the teak bench within the park. The concrete wall plaque will be installed on a vacant wall seat of your choice.

Donations of public art will be reviewed for approval on a case-by-case basis by the agencies responsible for Harbor Park: the Grand Marais Park Board & City Council, the Minnesota Department of Natural Resources and the Minnesota Land Trust.

Contact: Dave Tersteeg, Parks Manager – 218-387-1712 – recpark@boreal.org

Shanna Newman

From: Dave Tersteeg <dtersteeg@boreal.org>
Sent: Friday, January 16, 2015 2:03 PM
To: Shanna Newman
Subject: RE: Memorial Donations

Shanna-

Great Question! and you found the find guy here in Grand Marais to share what we know.

http://www.grandmaraisrecreationarea.com/grand-marais/harbor-park.htm Our Harbor Park donation program has been very successful at fundraising for us. So successful in fact we are sold-out of the $750 concrete bench option (there were 39). We do still have several of the $5000 teak benches available (5 have sold thus far). This program resulted from a fund-raising campaign (2000-2005) to design and construct Harbor Park downtown and is specific to the location and design of the park.

This program does not address the larger sphere of memorial donations and public art throughout the city, and quite frankly, this is an issue that we struggle to resolve, so I would be eager to learn from your research.

When requests for something new come across my desk, our Park Board has conducted case-by-case reviews and made recommendations to the City Council for the ultimate decision. As long as the City Council supports the request, we have peace, however there have been instances of denial of the request and, of course, hard feelings...

Just recently an informal group of us got together to brainstorm the idea of a Public Arts Commission that would handle the review and recommendation for these requests. The Duluth waterfront district has such a commission, albeit on a much larger scale of relevance. We also have a new administration that just took office; one of their immediate goals is strategic planning and addressing some of these reoccurring grey areas.

Let me know if I may further assist you.

Cheers-

Dave Tersteeg
Parks Manager
City of Grand Marais
www.GrandMaraisRecreationArea.com
800-998-0959

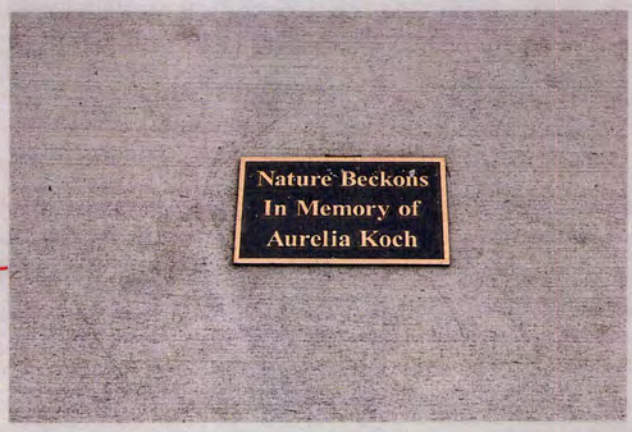
From: Shanna Newman [mailto:SNewman@baxtermn.gov]
Sent: Friday, January 16, 2015 12:59 PM
To: recpark@boreal.org
Subject: Memorial Donations

CITY OF
ST.CLOUD
MINNESOTA

Park & Recreation Bench Donation

Program Details

- Cost = $3,500
- Granite, swing or PVC coated style bench.
- Memorialize a loved one or friend
- Installed by the Park Department
- Contact us at (320) 257-5959



Remember a loved one with a thoughtfully-placed bench in one of the City of St. Cloud's many parks. Several styles are available to meet individual park aesthetics. Granite engraving or bronze plaques bearing the name of your family member or friend is included in your donation.

Program includes: Bench, concrete pad, installation, engraving or bronze plaque for the $3,500 donation. Contact the Park & Recreation Department for more information

Owatonna Park and Recreation

540 West Hills Circle, Owatonna, MN 55060 phone: 507-444-4321 www.ci.owatonna.mn.us

Contact Person: Jim Ebeling 507-774-7086 corkye@ci.owatonna.mn.us

Memorials/Donations

To order, complete the bottom of this page and bring it to the Park and Recreation Office, along with your check. Checks should be made payable to Owatonna Park and Recreation.

Name:_____

Address:_____

Phone: _____

E-mail: _____

I wish to order _____ bench. Benches cost approximately $1000.00.

Be a Part of Owatonna Parks System Restoration……Buy a Bench/with memorial sign engraving!

Please print clearly the words you wish to have inscribed on the bench sign.

_____

_____

Thank you for your support of the Owatonna Parks/Trails System.

City of Park Rapids
Parks Donation Program

(Adopted July 23, 2013)

Dear Friend of Parks and Trails:
Whether you want to celebrate a special occasion, remember a loved one, or promote park development within the City, there is an opportunity to do so through the City of Park Rapids Parks Donation Program. The Donation Program was established to give citizens an opportunity to assist the City of Park Rapids in replacing or adding to park amenities throughout the community. This guide helps to outline the most critical needs of the City Park System which will be updated on a yearly basis. The Park and Beautification Board will also consider other possible donations. Certain donations also have the opportunity for recognition through the installation of a memorial plaque.

DONATION PROCESS

Step 1: Inquiry
Donor completes the attached form with donor information, the item they are interested in contributing towards, and the name of the park.

Step 2: Confirmation
The City will confirm that the requested item is available for donation and the location. If the item or location is not available, City Staff will suggest another appropriate location for the donor to consider.

Step 3: Payment
Once an item, location, and cost are agreed upon, the donor can finalize the donation form and return it with payment to the City of Park Rapids.

Step 4: Approval
We will send a receipt to the donor acknowledging that the donation has been received and let the donor know the estimated installation date.

Step 5: Installation
The donated item will be installed when both the required material and the plaque (if applicable) are delivered.

Donation Opportunities

Your contribution can be directed towards a specific purpose to help us continue to improve and expand Park Rapids parks and trials or for general park development. Donation descriptions and amounts are listed in five categories: General park fund support, park amenities and Capital Improvements, trail donations, interpretive signs and markers, and donations of park features not specifically listed.

General Park Fund Support

Donations in **any amount** for general park and recreation purposes are always welcome and appreciated! Donations can also be directed towards particular parks or projects, please note that in your application.

Park Amenities

Memorial and Commemorative Benches

Bench donations require a $2,500 donation which includes complete installation of the new bench with commemorative plaque, and future maintenance costs. Bench styles available vary by the needs of each specific park, and a complete list of bench styles and locations are available at City Hall and examples are attached as Appendix A. Please contact City Hall at 218.732.3163 for more information about bench donation opportunities.

Memorial and Commemorative Picnic Tables

Picnic table donations require a $2,500 donation which includes complete installation of the new picnic table with commemorative plaque, and future maintenance costs. Picnic table styles available vary by the needs of each specific park, and a complete list of bench styles and locations are available at City Hall and examples are attached at Appendix B. Please contact City Hall at 218.732.3163 for more information about picnic table donation opportunities.

Park Capital Improvement Projects 2014-2019

The City is currently working on upgrading the City Park System through the City of Park Rapids Capital Improvement Plan (CIP) beginning in 2014. The CIP allows the City to proactively identify major needs within the Park System and also a way to pay for the upgrades. A list of the proposed improvements will be updated each year according to the CIP schedule and will be attached to this document for possible donation opportunities. The items on the list have been identified as the most important park needs in the long range Parks and Trails Plan, and provide a great opportunity to pledge support for parks improvements.

Trail Donations

If you enjoy walking or riding a bike to your favorite park, trail, or other destination, consider making a donation to support future trail development. Donations in any amount are welcomed to support trail development projects throughout the community. City Staff is also actively pursuing planning grants

for future trail development. Trail donations can be used for in kind grant matching funds. For more trail information, contact City Staff at 218.732.3163.

Interpretive Signs or Markers

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs will be of an appropriate size and design so not to distract from the surrounding area. Interpretive signs will be of a consistent design of other similar signs in the park. Signs will be constructed of a high quality, vandal resistant material to withstand harsh environmental conditions. All donated interpretive signs will be subject to final approval by the Parks and Beautification Board and City Council before installation, and will become property of the City of Park Rapids upon donation.

Donation of Other Park Features

The City Parks and Beautification Board may consider other donations not specifically listed within this policy or the long term Parks and Trail Plan. The Parks and Beautification Board and the City Council will consider such donations only if it meets the following qualifying criteria:

1. It meets a true need of the park or facility.
2. It does not interfere with the intended current or future use of the facility.
3. It does not require the relocation of other equipment or infrastructure to accommodate the donation.
4. It does not require any special care or create a long term maintenance burden on the City.

Projects or facilities which meet those qualifying criteria will be considered by the Parks and Beautification Board and the City Council on an individual basis. Please contact City Staff at 218.732.3163 for more information.

Donation Program Policy

This policy is designed to enable residents and park users to support Park Rapids parks through a tax-deductible contribution. It has been established to ensure that appropriate oversight is provided in preserving our City parks. To protect park resources, values, and the park visitor experience, donations shall fully respect the priorities, purpose, and integrity of the City parks.

1. **Tax Deductible**
   a. Donations to the City of Park Rapids may be tax deductible, please see your tax advisor.
   b. Donated furnishings are property of the City of Park Rapids and contributions of $2,500 will be acknowledged by a plaque or monument. The monument is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.

2. **Site**
   a. Although suggestions will be considered for a particular location, placement of park amenities in the city park system are subject to approval by City Staff and will be dependent on the needs of the City and planning processes already underway. Some sites may be deemed inappropriate, and a more suitable location will be suggested.
   b. The City retains the right to remove and/or relocate a donated element and plaque at any time when they interfere with site safety, maintenance or construction activities. If an element needs to be relocated, the City will make an effort to notify the donor. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location. If no such location can be found, the memorial plaque can be placed on a different existing park feature at the donor's request.

3. **Memorial and Commemorative Plaques**
   a. Memorial and Commemorative Plaque language is subject to approval by City Staff and the Park and Beautification Board.
   b. The City has a standard plaque style that must be used on all memorials. Examples are available at City Hall. Suggested language for plaques/memorials is:
   Dedicated to (Name), year installed, and the name of the donor.
   c. Permanent plaques are not allowed on trees or any living landscape elements.
   d. Plaques/memorials are included with benches and picnic table donations and for other features with a donation of over $2,500. The Park and Beautification Board will approve the location and style of the memorial and commemorative plaque for other features not specifically listed. (Examples: Gazebos, playground equipment, ball field equipment, park shelters, etc.)

4. **Approval Process**
   a. Donation requests will be processed in the order they are received.

b. All park amenities will be constructed of materials selected by the Park and Beautification Board and City Staff to meet the design and maintenance considerations of the City.
c. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.

5. <u>Maintenance</u>

The long-term care and maintenance of donated park elements is important to both the donor and the City. The City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

6. <u>Life Cycle of Donation</u>

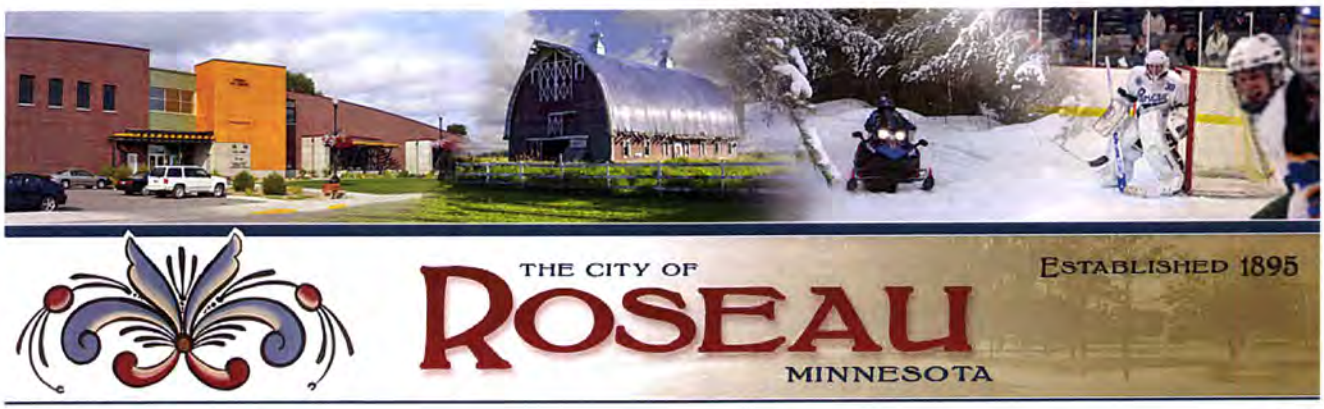
a. The City considers it our duty to maintain the donation only for the expected life cycle of the donated item. Because park furnishings only last for a matter of years before requiring complete replacement, donated furnishings may become available for renewal in the future. Preference for replacement will be given to the original donor.
b. If current information is on file, the donor will be given the opportunity to take further action at the expiration of the original life cycle. If we are unable to contact you or you choose not to renew, the plaque will be removed and the site will be offered to a new donor. It is important that the donor always keep their contact information current.

Park Rapids Donation Program

Applicant Information
Donor Name:
Address:
City, State ZIP:
Daytime Phone:
Email:

Donation Information
Donation Type:
Desired Location (Park name and describe preferred location within the park):
Donation Amount: (Please see program for current donation & recognition levels)
Proposed Plaque Text (Subject to Approval by the Parks and Beautification Board): (Dedicated to _____, Year Installed, & Name of Donor).

Sign and Return to City Hall
I have read, fully understand, and agree to abide by the attached Donation Program Policy:
Applicant Signature and Date:
Please complete and return this form and your check for the total amount (payable to "City of Park Rapids") to: City of Park Rapids, 212 West Second Street, Park Rapids, MN 56470. If you have any additional questions please contact City Hall at 218.732.3163.



Feels Like Home

Go

IN CITY DEPARTMENTS

Administration
Community Development
Public Works
Parks & Recreation
Parks
Recreation
Oak Crest Golf Course
Trails
Memorial Arena & North Rink
Gilbertson Field
Electric & Utility Billing
Public Safety
Municipal Liquor Store
Roseau Municipal Airport
Civic Center

PARKS AND RECREATION

Mothers Memory Garden

Parks: The City of Roseau boasts 8 public parks throughout the city, each with its own appeal. Playgrounds, ballfields and walking trails are among the many amenities offered. Park shelters and pavillions at various locations are available to be reserved throughout the year.

Recreation: The City of Roseau provides a number of recreational opportunities for young and old. Many programs are coordinated with and through the Roseau Community School District in order to provide a broader range of programs and facilities.

Trails: Roseau prides itself as an outdoor community with an extensive recreational trial system for walking, biking, and in-line skating. In addition, Roseau has established a motorized trail route through town to accomodate ATV and snowmobile users.

Oak Crest Golf Course: The City of Roseau owns and operates an 18-hole championship golf course in the center of town along the Roseau River. This course, designed by reknown golf course architect Joel Goldstrand is open to the public and provides a club house, pro shop, driving range and putting green. Memberships and greens fees are affordable and youth under the age of 15 can play for free as specified times.

Roseau Memorial Arena & North Rink: The City of Roseau and the Citizens Arena Improvement Association (CAIA) work cooperatively to operate two artificial ice arenas in the City of Roseau for public skating and hockey leagues.

Buy a Brick Campaign for Riverview Park Improvements

The Buy a Brick Campaign is a perfect way to memorialize a loved one, honor a special occasion, advertise a business, etc. Inscribed brick pavers can be purchased for $100/$1,000 and they will be installed in the pathways running through Roseau's Riverview Park located across from the Roseau City Center. Paver donations are tax deductable.

- 4" x 8" Inscribed clay paver ($100) maximum 3 lines of text per paver with maximum 14 characters per line
- 16" x 16" Inscribed limestone paver ($1,000) maximum 6 lines per paver with a maximum of 17 characters per line

Paver donations should be made out to the Roseau Parks & Recreation Riverview Park Project Fund and mailed in care of Pam Hetteen 42863 County Road 2, Roseau, MN 56751.

Questions: Contact Pam Hetteen 424-7509, RuthAnn Helgeson 463-1760 or Joyce Larson 463-1022 for more information.

Roseau Area Community Fund

Riverview Park Gazebo - Funded in part with Community Fund Donations

Roseau Parks & Recreation Fund

The Roseau Area Community Fund maintains a sub-fund for the support of Parks & Recreation. Donations to the Parks & Recreation Fund are used to support on-going improvements to the Roseau Parks & Recreation facilities and programs in the Roseau Area. For more information on donating to the Roseau Parks & Recreation Fund contact the Northwest Minnesota Foundation at 800-659-7859

Equal Opportunity Employer

Memorial Bench Program – City of Duluth
Parks and Recreation Departmental Policy
Effective 4/01/14

The purpose of the Memorial Bench Program is to provide members of the community a means to recognize and honor individuals, while keeping in mind the overall enjoyment, aesthetics and use of parks and green space. The number and location of memorial benches is dependent upon existing site conditions, including the size and location of the park or green space, and shall be determined by the Duluth Parks and Recreation Manager.

In order to implement the Memorial Bench Program and to ensure that memorials are consistent with the purpose of the program, the following standards shall apply:

- Bench plaques must be the same style, material, color and size, currently a 3" x 6" bronze plaque;
- All plaques shall have standard wording limited to the following list of 9 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Appreciation of (Name)".
- Logos, pictures, symbols or other writing not included in item 2, above, shall not be permitted.
- Bench design, bench installation date, bench location and method of installation, are at the sole discretion of the Duluth Parks and Recreation Manager.

The Duluth City parks and green spaces are for the enjoyment of everyone and as such are not considered to be "memorial" parks. Therefore, floral tributes or any other memorabilia of any kind shall not be permitted on or near the memorial bench or anywhere within the park or green space. Any such items found will be removed by Parks and Recreation staff and discarded.

Memorial benches and associated plaques will be maintained by the City of Duluth only for the expected lifespan of the bench as determined by the Duluth Parks and Recreation Manager, or ten years, whichever occurs first ("the Useful Life"). When a memorial bench reaches the end of its Useful Life, the City of Duluth may, in its sole discretion, remove and discard the bench and plaque as it deems appropriate. The City of Duluth shall have no obligation to repair or replace any memorial bench or plaque that has reached the end of its Useful Life.

The City of Duluth accepts no liability for damage to or theft of any memorial bench or plaque by vandals or other third parties. If, during the Useful Life of the memorial bench, either the bench or plaque is damaged or removed by vandals or other third parties, the City of Duluth shall have no liability to repair or replace the same.

MEMORIAL BENCH APPLICATION

Applicant: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Email:** _____

Bench Location*: _____

**Bench locations are determined by the City of Duluth. For a listing of current sites available, please visit www.duluthmn.gov/parks.*

By signing this application, I understand that:

- Bench installation dates may be uncertain due to weather, repair or construction projects and special events in our parks and green spaces.
- Bench installation sites, plaque selection and bench design are determined by the City.
- Full payment of the required donation must accompany this application before the bench installation will be scheduled.
- Benches and associated plaques will be maintained by the City of Duluth for the expected lifespan of the bench and plaque, not to exceed 10 years (the "Useful Life"). Please review the Memorial Bench Program Departmental Policy for additional information.

Applicant's Signature: _____ Date: _____

Please print clearly the name(s) you wish to have inscribed on a bronze plaque, below:

Name of person to be honored: _____

Name of donor: _____

Select the desired inscription by checking your choice from the options below:

☐ Dedicated to
☐ Donated by
☐ In Memory of
☐ In Loving Memory of
☐ Dedicated to the Memory of
☐ Given in Loving Memory of
☐ In Honor of
☐ In Honor and Memory of
☐ In Appreciation of

Return form and payment of **$3,500.00** to:

Parks and Recreation - Memorials
City Hall - 411 West 1st Street
Ground Floor
Duluth, MN 55802

Make checks payable to the City of Duluth – Parks and Recreation. Checks will be cashed once application is approved for bench installation. Applications will be processed in the order they are received. Applicants will be notified within two weeks of Parks' final decision on the submitted bench application. **For more information, call Parks and Recreation at 730-4300. Thank you for your interest in the City of Duluth Memorial Bench Program.**

BAXTER CITY CEMETERY REGULATIONS

BAXTER, MINNESOTA

Date of Council Approval: June 3, 2014

CONTENTS

I.	General Information	3
II.	Authority	3
III.	Purpose	3
IV.	General Definitions	4
V.	General Regulations	4 - 6
VI.	Sale and Purchase of Interment Rights	6 - 7
VII.	Interments or Inurnment	7
VIII.	Disinterment	8
IX.	Perpetual Care of Cemetery Property	8
XI.	Lot Decorations	8 - 9
XII.	Memorial Marker Regulations and Specifications	10

XVIV. Monument Marker and Memorial Bench Requirements

1. Monuments or markers constructed of any other material other than stone or real bronze will not be allowed. No monuments or markers may be constructed of limestone, sandstone, or any artificial material which will not assure relative permanency. All work to construct, install, letter, clean, repair or to do any other work pertaining to monuments within the grounds of the Cemetery is subject to the control and supervision of the Board of Trustee's or their designee.

2. Benches must be constructed of either concrete or marble. Foundations must be set level with the sod and be cut so as to go into the ground not less than four inches or more than eight inches. The outside measurements of the foundations must extend four inches around the perimeter of the bench. Benches placed at the foot of the grave cannot exceed 36 inches long and 30 inches wide. Benches placed at the head of the grave cannot exceed 42 inches long and 30 inches wide.

3. All structures, to insure sufficient support must have foundations built on solid masonry, of a depth and size deemed proper by the Board of Trustee's or their designee who shall have the power to stop all work not done in conformity to these rules. Foundations must be set level with the sod and be cut so as to go into the ground not less than four inches or more than eight inches. The outside measurements of the foundations must extend four inches around the perimeter of the monument.

4. Monument companies may erect monuments in the cemetery subject to the supervision of the Board of Trustee's or their designee and in compliance with the Baxter City Cemetery Rules and Regulations.

5. Only one marker shall be placed at each occupied burial space with the exception of bronze military markers. One marker may be placed for two or more occupied spaces such as in a family lot and shall be inscribed with the name and dates of each occupant.

6. No work will be permitted on legal holidays, Saturdays, Sundays or before or after normal working hours, unless special permission has been secured from the Board of Trustee's or their designee.

7. All deliveries and such work shall be done and completed only during the normal working days of Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. All work must be completed and the dirt and debris entirely removed from the grave site.

8. No work will be permitted near or in the vicinity of any burial service in progress or about to take place.

9. The foundation and setting of all markers shall be in the place and position determined by the Board of Trustee's or their designee.

10. No marker or memorial, or any portion thereof, may be removed from the lot or Cemetery except by written consent of the lot owner and with the approval of the Board of Trustee's or their designee. Permission from the U.S. Government is needed to remove Armed Service Veteran's memorials.

Parks & Trails Commission
2015 Meeting Dates

Meets fourth Monday of each month at 4:00 p.m.

January 26
February 23
March 23
April 27
May 18** Moved up 1 week due to Memorial Day
June 22
July 27
August 24
September 28
October 26
November 23
December 28